



**Virginia's Region 2000  
Local Government Council**  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, Virginia 24504

*Large Conference Room*  
**July 21, 2016**  
**5:00 p.m.**

### **Agenda**

1. **Welcome | Moment of Silence**.....John Sharp, *Chair*
2. **Appreciation of Council Officers of FY16**.....John Sharp, *Chair*
3. **Approval of Minutes: March 17, 2016 and April 21, 2016**.....John Sharp, *Chair*
4. **Financial Report**.....Rosalie Majerus, *Dep. Dir. of Finance*
5. **Consideration and Approval of Resolution Supporting the Central Virginia Training Center Course of Action for Adaptive Reuse**.....Gary Christie, *Exec. Director*
6. **Discussion on a Regional Hazard Mitigation Plan Grant Application**.....  
.....Gary Christie, *Exec. Director*
7. **Discussion and Approval for Staff Reorganization**.....Gary Christie, *Exec. Director*
8. **Discussion and Adoption of Council Mission Statement**.....Gary Christie, *Exec. Director*
9. **Workforce Center at Central Virginia Community College**.....Gary Christie, *Exec. Director*
10. **Matters from the Council**.....Members of Council
11. **Adjourn**.....John Sharp, *Chair*
12. **Information Items:**

#### Upcoming Meetings:

LGC Executive Committee Meeting | **September 15, 2016 - 5:00 pm** | LGC Offices  
LGC Annual Fall Dinner | **October 20, 2016** | TBD (Dinner & Speaker)  
LGC Executive Committee Meeting | **November 17, 2016 - 5:00 pm** | LGC Offices



**Virginia's Region 2000  
Local Government Council  
January 21, 2016**

**Executive Summary**

- 1. Welcome | Moment of Silence**
- 2. Appreciation of Council Officers of FY16**

The Council recognizes and extends their appreciation to Mayor Paul Harvey (Chair) and Bill Gillespie (Treasurer) for their service as officers to the Council during FY16.

- 3. Approval of Minutes: March 17, 2016 and April 21, 2016**  
*(See Attachments 3a and 3b)*

**Recommended Action:** Approve minutes as presented subject to revisions noted by members of Council.

- 4. Finance Report**  
*(See Attachment 4)*

Rosalie Majerus, *Dep. Dir. of Finance*, will present the year-end financial report for period ending June 30, 2016.

**Recommended Action:** *No formal action requested; for Council's information, review and discussion*

- 5. Consideration and Approval of Resolution Supporting the Central Virginia Training Center Course of Action for Adaptive Reuse**  
*(See Attachment 5)*

**Background:** At the April Local Government Council meeting the Council suggested that Amherst County representatives meet with Senator Steve Newman on appropriate language for a resolution to support the Adaptive Reuse of the Central Virginia Training Center.

The resolution is a product of that meeting and has been reviewed by Senator Newman.

**Recommended Action:** Approval of the *Resolution Supporting the Central Virginia Training Center Course of Action for Adaptive Reuse*.

**6. Discussion on a Regional Hazard Mitigation Plan Grant Application**  
*(See Attachment 6)*

In 2006 and 2012 the Local Government Council led the development of a regional Hazard Mitigation Plan. The current plan needs to be renewed and approved by the state and locals by September 2018. Both times all of the area's jurisdictions participated and helped fund the match for a 75-25% grant. Both previous times Virginia Tech's Center for Geospatial Information Technology has done the plan for us.

The plan is necessary for localities to be eligible to receive Federal and State disaster assistance in the event of a declared natural disaster event.

After working with folks from the Virginia Department of Emergency Management, staff proposes that we seek a 75% (Federal)-25% (Local) Hazard Mitigation Assistance Grant to pay for the project, which is budgeted to cost \$110,000 (100,000 for Virginia Tech, \$10,000 for the LGC for various support services expenses). Eleven jurisdictions would be included in the plan, including the Town of Pamplin City. If all eleven participate, then sharing the match equally would cost each jurisdiction \$2,500. The grant is due in October.

**Recommended Action:** Staff proposes that the Local Government Council encourage localities to participate in the Regional Hazard Mitigation Plan at a cost not to exceed \$2,500 by completing the Letter of Intent which is included in this agenda material and agree to submit the completed revised plan to its governing body for formal adoption as required under Code of Virginia Sections 15.2-2226 and 15.2-2231.

Staff Contact: Gary Christie and Matt Perkins

**7. Discussion and Approval for Staff Reorganization**  
*(See Attachment 7)*

At the April meeting the LGC authorized the creation of a Transportation Program Coordinator. Now I would appreciate your consideration in creating a new position of Planning/Grants Coordinator.

Bob White oversaw both Transportation and Planning/Grants as the Deputy Director. Now that he is moving out of management, I'd like to try separating the management into two distinct groupings and promote existing staff to fill those roles.

The proposed job description for a "Planning Coordinator" is attached. The Planning Coordinator would supervise a newly hired planner and be responsible for the development and implementation of the work plan related to the planning and grants work for the organization.

My intention is to offer the position as an internal promotion opportunity and hire from within the current staff.

After the dust settles, reporting to the Executive Director and their direct reports will be:

- Deputy Director for Finance (Rosalie)
  - Financial Specialist (Emmie)
- Transportation Program Coordinator
- Planning Coordinator
  - New Planner (not yet filled)
- Administrative Services Coordinator (Matt)
  - Administrative Assistant (Susan)
- Workforce Development Director (Ben)
  - Workforce Development Operations Coordinator (Lori)
- Services Authority Director (Clarke)
  - 20+ employees
- Special Projects (Part Time) (Bob)

***Recommended Action:*** Authorize the creation of a “Planning Coordinator” position at a Grade 114 (\$57,033-\$88,400).

## **8. Discussion and Adoption of Council Mission Statement**

We’ve kept the Region 2000 name while the original Region 2000 organization no longer uses that name. It’s important that we be able to tell our customers, stakeholders and the community who we are and what we do.

***Recommended Action:*** The LGC should agree on a mission statement as the start of a communications initiative.

We’ll use an electronic voting system to select one of the following options:

- A. The Mission of the Local Government Council:
  - Be a dynamic public forum for matters of regional significance
  - Create regional solutions by coordinating regional plans and building coalitions
  - Provide excellent local and regional services to localities and the Commonwealth
- B. The Virginia’s Region 2000 Local Government Council is the regional planning and development agency for Region 2000.

The Council provides the primary forum to discuss and address matters of significance to our regional community.

The Council investigates and develops regional solutions to public service delivery.

The Council provides expertise in assisting member localities with community planning and development efforts as needed and resourced.

The Council supports Commonwealth of Virginia agencies in the performance of their mandates as needed and resourced.

C. The Local Government Council provides leadership to identify and facilitate projects/programs that benefit the economic health and quality of life of the citizenry of the region and to provide effective and efficient services to governments and public organizations in the region.

D. None of the above, or rework the above

## **9. Workforce Center at Central Virginia Community College**

I have renewed discussions with Dr. John Capps at Central Virginia Community College about the concept of a facility on campus which would focus the region's workforce development services.

Having a single point of contact for workforce training can be an important asset in our efforts to attract and retain businesses. A Regional Workforce Center located on CVCC campus can become the focal point for coordinating adult career counseling and adult training programs.

The Regional Workforce Center would likely house the WIOA's One-Stop services and the Community College's Workforce Programs. Presently CVCC has workforce training space in a building that houses Humanities and Social Services and General Classrooms and does not have adequate flexible space for industrial training.

This space would bring the entire workforce community together into one effective center for STEM, manufacturing and industrial training, career placement, and skills development. This facility would be housed on the campus of Central Virginia Community College and would tie the needs of the economic community and the resources of the educational community into one effective unit to serve the community.

***Recommended Action:*** Continue dialogue with the Workforce Council (CLEOs), the Workforce Development Board, CVCC, and community leaders to explore funding for a feasibility study of such a workforce center:

## **10. Matters from the Council**

## **11. Adjourn**

## **12. Informational Item**

### Upcoming Meeting Schedule:

LGC Executive Committee Meeting | **September 15, 2016 - 5:00 pm** | LGC Offices

LGC Annual Fall Dinner | **October 20, 2016** | TBD (Dinner & Speaker)

LGC Executive Committee Meeting | **November 17, 2016 - 5:00 pm** | LGC Offices



**Virginia's Region 2000  
Local Government Council  
Executive Committee Meeting**

Local Government Council Office  
Lynchburg, Virginia 24504

**March 17, 2016 at 5:00 pm**

***Draft Minutes***

**Members Present:**

Kenneth Bumgarner, Amherst Town Council  
Carl Boggess, Interim Bedford County Administrator  
Kenneth Campbell, Amherst County Board of Supervisors  
Joan Foster, Lynchburg City Council  
Mayor Paul Harvey, Town of Appomattox, *Chair of Council*  
Jack Hobbs, Amherst Town Manager  
Larry Jackson, Lynchburg Regional Economic Alliance  
L. Kimball Payne, Lynchburg City Manager  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
Michael Rousseau, Campbell County Board of Supervisors  
Bryan Moody, Appomattox County Board of Supervisors

**Members Absent:**

Susan Adams, Appomattox County  
Waverly Coggsdale, Altavista Town Manager  
Delegate Scott Garrett, Virginia House of Delegates  
Bill Gillespie, Appomattox Town Manager, *Treasurer of Council*  
Stacey Hailey, Bedford Town Council  
Charles Kolakowski, Bedford Town Manager  
Mayor Mike Mattox, Town of Altavista  
Mayor Phyllis Campbell, Town of Brookneal  
John Sharp, Bedford County Board of Supervisors, *Vice Chair of Council*  
Kenneth Campbell, Amherst County Board of Supervisors  
Russell Thurston, Brookneal Town Manager

**Others Present:**

Ben Bowman, Region 2000 Workforce Development Director  
Scott Baker, Bedford County Extension  
Gary Christie, Local Government Council, Executive Director  
Philipp Gabathuler, Local Government Council, Senior Planner  
Phillip Gottwals, ACDS, Inc.  
Rosalie Majerus, Local Government Council, Deputy Director of Finance  
Matt Perkins, Local Government Council, Admin. Program Coordinator  
Bob White, Local Government Council, Deputy Director

## **Meeting Minutes**

### **1. Welcome | Moment of Silence | Introduction of New Members**

Paul Harvey called to order this meeting of the Executive Committee at 5:00 pm, welcomed the Council, opened with a moment of silence, and welcomed and introduced Kenneth Campbell of Amherst County Board of Supervisors to the Local Government Council.

Bryan Moody, at the request of the Chair, spoke to and answered questions from the Council related to the recent tornado the affected Appomattox County.

### **2. Approval of Minutes | January 21, 2016**

Upon a motion by Joan Foster to approve the minutes of January 21, 2016 as presented, and being seconded by Frank Rodgers, this motion carried unanimously.

### **3. Finance Report**

#### **a. Year-to-Date Report as of February 29, 2016**

Rosalie Majerus noted that the operating account is tracking below plan and salaries are on target. Majerus noted that relative to grants, billing has started on CEDS update project.

#### **b. Health Insurance Benefit**

Gary Christie and Rosalie Majerus provided an overview of the health insurance premiums for FY17 noting that the rates are increasing 8.17% over last year. Majerus noted the staff recommends employees share proportionally in the increase by keeping the same employee percentage contribution as the current year.

Upon a motion by Joan Foster to maintain the current percentage division of health care costs between employer and employee for FY 17 in response to the Local Government Council's increase in health insurance premiums, duly seconded by Kim Payne, this motion carried unanimously.

### **4. Region 2000 Food Hub Opportunity**

Bob White introduced the project, staff and consultants involved in the Food Hub project. White noted that this current effort was developed from the Agriculture Strategic Plan.

Phillip Gottwals, ACDS, presented a review of the Food Hub project which has been designed as a structure for either cattle or crop producers to aggregate their product for sale to large scale buyers, such as grocery chains or institutions. Gottwals examined and presented a definition of a Food Hub, including its goals, objectives. Additionally, he noted regional opportunities and noted existing demand.

Gottwals specifically noted the development of a business plan for a Producer/Grower cooperative. He noted that a major component of the business plan would be develop a Good Agricultural Practices (GAP) program and a set of quality standards to cover local producers

that enables them to enter the supply chain. He presented to the role of the food hub in this process and the primary objective for the creation of a non-profit organization to run the cooperative.

Gottwals reviewed the role of, and the request to, the Local Government Council and fielded questions and comments from the Council. Michael Rousseau suggested that, now that we have connected buyers and sellers, we should allow the market to move the process forward. He was not supportive of public involvement in the concept as presented. Mr. Gottwals noted that the process allows producers to become GAP certified at a much lower cost through the group GAP process.

Having a desire to gauge the interest and commitment for the local growers and producers in the Region, the Council, by consensus, requested a report/update from the growers/producers meeting being held in late March before deciding further on a course of action.

**5. Consideration and Approval of the FY 17 Rural Transportation Planning Work Program**

Bob White presented the Rural Transportation Plan Work Program. He provided an overview of activities including the update of the Long Range Rural Plan, support of alternative transportation planning activities and other support of on-going state initiatives. White noted that the TTC has recommended approval of the Program.

Upon a motion by Kim Payne to approve the FY 17 Rural Transportation Planning Work Program, duly seconded by Jack Hobbs, this motion passed unanimously.

**6. Discussion of Tourism Proposal**

*This agenda item, by consensus, has been tabled to a future meeting of the Local Government Council.*

**7. Consideration of Resolution asking the Commonwealth of Virginia for Support in the 2017 Session for Planning Funds for the Redevelopment of the Central Virginia Training Center**

Gary Christie presented for the Council's consideration and support a request from Amherst County a resolution for the County of Amherst to seek planning funds from the Commonwealth in 2017 to begin positioning site facilities of the Training Center for re-use. The resolution from Amherst asks for funds for a full environmental assessment.

Upon discussion, the Council agreed to Dean Rodgers approaching Senator Newman to determine if the requests in the resolution comport with his efforts in regard to the Training Center and to obtain his comments and/or suggestions and, if appropriate, to present to the Council a resolution stating such support to be considered for approval.

**8. Update on Region 2000 Workforce Development, Workforce Center Move, and Annual Spring Dinner program**

Ben Bowman update the Council on the move of the Workforce Center to the VEC and renewed the Workforce Board's commitment to be present in each community.



Additionally, Bowman also provided specifics regarding the April spring dinner program which will be held in Appomattox.

**9. Update and Discussion on GO Virginia Regions**

Gary Christie noted that Go Virginia did pass the General Assembly and he expects the Governor to sign it. Christie provided a brief overview of the program. Christie presented the Council with an opportunity to provide input of their preference of regions to work with or with which to be paired. Kim Payne noted existing working relationships with the Roanoke Valley and by consensus the Committee agreed that we should continue working with the Roanoke and Danville regions.

**10. Discussion and Update to Staffing Changes**

*This agenda item, by consensus, has been tabled to a future meeting of the Local Government Council.*

**11. Adjourn**

There being no further matters to discuss, Mayor Paul Harvey, *Chair*, adjourned the meeting at 6:34 pm by a motion to adjourn present by Michael Rousseau and duly seconded by Kim Payne.

Signed: \_\_\_\_\_

By: \_\_\_\_\_, \_\_\_\_\_ (title)



**Virginia's Region 2000  
Local Government Council**

Appomattox Inn & Suites  
Appomattox, Virginia

**April 21, 2016 at 5:00 pm**

***Final Minutes***

**Members Present:**

Carl Boggess, Bedford County Administrator  
Mayor Phyllis Campbell, Town of Brookneal  
Waverly Coggsdale, Altavista Town Manager  
Delegate T. Scott Garrett, Virginia House of Delegates  
Bill Gillespie, Appomattox Town Manager, *Treasurer of Council*  
Mayor Paul Harvey, Town of Appomattox, *Chair of Council*  
Jack Hobbs, Amherst Town Manager  
Megan Lucas, Lynchburg Regional Economic Alliance  
Mayor Mike Mattox, Town of Altavista  
L. Kimball Payne, Lynchburg City Manager  
Frank Rogers, Campbell County Administrator  
Michael Rousseau, Campbell County Board of Supervisors  
Russell Thurston, Brookneal Town Manager

**Members Absent:**

Susan Adams, Appomattox County  
Kenneth Bumgarner, Amherst Town Council  
Kenneth Campbell, Amherst County Board of Supervisors  
Joan Foster, Lynchburg City Council  
Stacey Hailey, Bedford Town Council  
Charles Kolakowski, Bedford Town Manager  
Bryan Moody, Appomattox County Board of Supervisors  
Dean Rodgers, Amherst County Administrator  
John Sharp, Bedford County Board of Supervisors, *Vice Chair of Council*  
Kenneth Campbell, Amherst County Board of Supervisors

**Others Present:**

Ben Bowman, Region 2000 Workforce Development Board, Director  
Gary Christie, Local Government Council, Executive Director  
Rosalie Majerus, Local Government Council, Deputy Director of Finance  
Champ Nowlin, Brookneal Town Council  
Matt Perkins, Local Government Council, Admin. Program Coordinator

## **Meeting Minutes**

### **1. Welcome | Moment of Silence**

Paul Harvey called to order this meeting of the Council at 5:00 pm, welcomed the Council, and opened with a moment of silence.

### **2. Approval of Minutes | March 17, 2016**

Upon call for approval of minutes, Michael Rousseau asked that the minutes be revised and expanded to reflect his opposition to the Food Hub/GAP program project.

### **3. Finance Report**

#### **a. Year-to-Date Report as of March 31, 2016**

Rosalie Majerus reviewed the projected year-end operating expenses and revenue balances.

#### **b. FY17 Proposed Budget**

Gary Christie and Rosalie Majerus presented the proposed FY17 budget and provided an overview of highlights including staffing changes, office lease, pay increase, and new projects.

Board discussed future rent/lease options for the current office space of the Local Government Council.

Upon a motion to approve the FY 17 budget, the FY 17 Work Program, the Transportation Coordinator position, and authorization for the execution of a three-year lease at the current location with the reduction in total square foot by Kim Payne, duly seconded by Del. Scott Garrett, this motion carried unanimously.

### **4. Consideration of Support for City of Lynchburg FY 2016 TIGER Application**

Kim Payne provided a brief overview of the City of Lynchburg's TIGER grant application.

Upon a motion to approve the *Resolution in Support of the City of Lynchburg FY 2016 TIGER Discretionary Grants Program Application* by Jack Hobbs, duly seconded by Megan Lucas, this motion carried unanimously.

### **5. Reports from Staff**

#### **1. GOVirginia**

Gary Christie and Del. Scott Garrett provided an update on the current standing of GOVirginia. Christie encouraged the Board to discuss and submit any preferences related to the Region's representation/incorporation in one of the GOVirginia regions. Board agreed that they needed more information on the program before any further decisions or suggestions could be made.

#### **2. Consideration of LGC Retreat**

Gary Christie presented for consideration a retreat of the LGC in light of the changes to the Region 2000 partnership. Mayor Mike Mattox noted that he would like staff to

provide a listing of recommended items that the Board might discuss. The Board agreed to discuss this matter further at their next meeting.

**3. Purple Heart Designation**

Gary Christie encouraged the localities to consider the adoption of resolutions that express support of wounded combat veterans that is being requested by the Military Order of Purple Heart.

**6. Roundtable Discussion**

Members of the Board spoke to local funding support of the Local Government Council and the Lynchburg Regional Business Alliance.

Kim Payne asked that an update be given at the next meeting of the Council related to the March agriculture meeting with producers/growers of the Region related to the food hub/GAP program effort.

**7. Election of Officers**

Gary Christie presented for the Council's consideration a proposed slate of FY17 officers with Mayor Phyllis Campbell considering serving as Vice-Chair. Mayor Mike Mattox strongly encouraged Mayor Campbell to serve as Vice Chair.

Upon a motion by Mayor Mike Mattox to approve the slate of officers as presented excepting the office of Vice Chair, duly seconded by Del. Scott Garrett, this motion carried unanimously.

**8. Recognition of Service**

Paul Harvey, Chair, opened the floor for comments for those wishing to recognize Kim Payne, Bob White and Philipp Gabathuler for their service to the Local Government Council.

Kim Payne noted recognition to Bill Gillespie for his service to the region as he transitions out of the position as interim Appomattox Town manager.

Council members recognized Kim Payne for his insight, honesty, mentorship, leadership, stability, wisdom and service to the Region, noting that the Region is a much better place to be with him having served on the Council and as Lynchburg City Manager.

Council members also noted their appreciation and gratitude for Bill Gillespie's service to the Region and the many contributions he made to those localities he served.

**9. Adjourn**

There being no further matters to discuss, Mayor Paul Harvey, *Chair*, adjourned the meeting at 6:01 pm by a motion to adjourn presented by Kim Payne and duly seconded by Mike Mattox.

Signed: \_\_\_\_\_

By: \_\_\_\_\_, \_\_\_\_\_ (title)

as of June 30, 2016

	<u>FY16 Adjusted Budget</u>	<u>Actual as of 6/30/16</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Used</u>	<u>DRAFT FY17 Budget</u>
<b>OPERATIONS FUND (EXPENDITURES)</b>					
<b><u>SALARY</u></b>					
ADMINISTRATION	190,711	189,500	1,211	99.37%	193,290
FINANCE	130,862	130,862	0	100.00%	133,479
OPERATIONS	231,607	234,870	(3,263)	101.41%	171,771
WIA	130,651	132,861	(2,210)	101.69%	135,916
Wage Consideration	8,000		8,000	0.00%	
	691,831	688,093	3,738	99.46%	634,456
PART TIME HELP	10,000	1,644	8,356	16.44%	43,280
<b>Total Salaries &amp; Wages</b>	<b>701,831</b>	<b>689,737</b>	<b>12,094</b>	<b>98.28%</b>	<b>677,736</b>
EMPLOYER COST FICA	51,190	50,417	773	98.49%	51,847
EMPLOYER COST V R S	52,026	50,885	1,141	97.81%	41,176
EMPLOYER COST HEALTH INS	91,444	84,941	6,503	92.89%	93,890
EMPLOYER COST LIFE INS	8,233	8,052	181	97.80%	8,311
WORKERS COMP	777	588	189	75.68%	700
<b>Total Fringe Benefits</b>	<b>203,670</b>	<b>194,883</b>	<b>8,787</b>	<b>95.69%</b>	<b>195,924</b>
<b><u>OFFICE EXPENSES</u></b>					
AUDITING SERVICES	5,100	5,000	100	98.04%	5,100
PAYROLL ACCOUNTING SERVICES	8,400	7,762	638	92.40%	8,400
LEGAL SERVICES	3,000	866	2,134	28.87%	3,000
LIABILITY INSURANCE	1,200	1,360	(160)	113.33%	1,200
CONTRACTUAL SERVICES	17,000	10,732	6,268	63.13%	21,000
ADVERTISING	1,000	1,609	(609)	160.90%	1,000
POSTAGE	1,500	198	1,302	13.20%	1,500
TELEPHONE	5,000	5,208	(208)	104.16%	5,000
INTERNET SERVICES	360	674	(314)	187.22%	700
OFFICE SUPPLIES	6,000	4,514	1,486	75.23%	6,000
PRINTING & BINDING	6,000	1,127	4,873	18.78%	2,500
TRAVEL	7,500	6,698	802	89.31%	7,500
SPECIAL MEETINGS	9,500	7,428	2,072	78.19%	9,500
EDUCATION & TRAINING	6,000	2,993	3,007	49.88%	6,000
DUES, SUBSCRIPTIONS	10,800	8,659	2,141	80.18%	10,800
PUBLICATIONS	700	289	411	41.29%	700
MISCELLANEOUS EXPENSES	1,000	1,112	(112)	111.20%	1,000
FURNITURE & FIXTURES	1,000	1,751	(751)	175.10%	1,000
RENTAL OFFICE EQUIPMENT	4,800	3,345	1,455	69.69%	4,500
OFFICE RENT	51,000	51,223	(223)	100.44%	61,797
PARKING	4,500	3,424	1,076	76.09%	4,200
COMPUTER EQUIP/SOFTWARE	10,000	10,250	(250)	102.50%	10,000
<b>Total Office Expenses</b>	<b>161,360</b>	<b>136,222</b>	<b>25,138</b>	<b>84.42%</b>	<b>172,397</b>
<b>Total Operations Expenses</b>	<b>1,066,861</b>	<b>1,020,842</b>	<b>46,019</b>	<b>95.69%</b>	<b>1,046,057</b>

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL					
Budget to Draft Actual for FY16, Budget for FY17					
as of June 30, 2016					
	<u>FY16 Adjusted Budget</u>	<u>Actual as of 6/30/16</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Used</u>	<u>DRAFT FY17 Budget</u>
<b>Total Operations Expenses (from Page 1)</b>	<b>1,066,861</b>	<b>1,020,842</b>	<b>46,019</b>	95.69%	<b>1,046,057</b>
<b>Direct Project Expenses</b>					
Agriculture Project	29,075	31,318	(2,243)	107.71%	0
Amherst CDBG - Old Town Madison Heights	0	370	(370)	#DIV/0!	1,000
Appomattox County Comp Plan	750	321	429	42.80%	250
Appomattox CDBG - Meadowlark	0	3,024	(3,024)	#DIV/0!	8,500
Appomattox CDBG - Planning	0	282	(282)	#DIV/0!	750
Brookneal Streetscape	0	682	(682)	#DIV/0!	0
Campbell County Route 29 Corridor Planning (VTRC)	57,500	31,178	26,322	54.22%	57,500
DHCD	2,500	4,181	(1,681)	167.24%	2,500
DRPT / FTA	2,500	2,101	399	84.04%	2,500
EDA CEDS -Amherst	50,000	38,259	11,741	76.52%	0
EDA CEDS - LGC	75,027	75,371	(344)	100.46%	64,966
Pamplin CDBG		33	(33)		
Regional Radio Board	2,500	831	1,669	33.24%	2,000
Regional Tourism	50,000	190	49,810	0.38%	0
RideSolutions	22,414	23,876	(1,462)	106.52%	22,414
TMDL Redevelopment	13,300	10,205	3,095	76.73%	250
Town of Amherst Main Street Waterline	500	75	425	15.00%	800
Town of Amherst Comp Plan	100	1	99	1.00%	0
Town of Appomattox Planning Services	0	78	(78)	#DIV/0!	0
VDOT - PL	16,500	8,313	8,187	50.38%	17,000
VDOT - Rural	2,500	2,771	(271)	110.84%	2,500
WIA	198,000	56,497	141,503	28.53%	198,000
<b>Total Direct Project Expenses</b>	<b>523,166</b>	<b>289,957</b>	<b>233,209</b>	<b>55.42%</b>	<b>380,930</b>
<b>TOTAL OPERATING &amp; DIRECT PROJECT EXPENSES</b>	<b>\$1,590,027</b>	<b>\$1,310,799</b>	<b>\$279,228</b>	<b>82.44%</b>	<b>\$1,426,987</b>
<b>Pass Thru Expenses</b>					
Regional Radio Board	1,199,988	955,524	244,464	79.63%	1,249,988
VDOT - PL	81,000	90,603	(9,603)	111.86%	85,500
WIA	850,000	921,166	(71,166)	108.37%	950,000
<b>Total Pass Thru Expenses</b>	<b>\$2,130,988</b>	<b>\$1,967,293</b>	<b>\$163,695</b>	<b>92.32%</b>	<b>\$2,285,488</b>
<b>Total Expenses</b>	<b>\$3,721,015</b>	<b>\$3,278,092</b>	<b>\$442,923</b>	<b>88.10%</b>	<b>\$3,712,475</b>

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL					
Budget to Draft Actual for FY16, Budget for FY17					
as of June 30, 2016					
	<u>FY16 Adjusted Budget</u>	<u>Actual as of 6/30/16</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Received</u>	<u>DRAFT FY17 Budget</u>
<b>Revenues</b>					
<b>OPERATIONS FUND (REVENUE)</b>					
Dues Town of Appomattox	1,045	1,045	0	100.00%	1,045
Dues Town of Brookneal	1,045	1,045	0	100.00%	1,045
Dues Town of Amherst	1,045	1,045	0	100.00%	1,045
Dues Town of Altavista	1,045	1,045	0	100.00%	1,045
Dues Town of Bedford	1,045	1,045	0	100.00%	1,045
Dues Lynchburg	44,491	44,491	0	100.00%	44,777
Dues Bedford County	43,878	43,878	0	100.00%	44,397
Dues Campbell County	32,278	32,278	0	100.00%	32,333
Dues Amherst County	18,674	18,674	0	100.00%	18,742
Dues Appomattox County	8,780	8,780	0	100.00%	8,954
Miscellaneous Revenue	16,000	17,536	(1,536)	109.60%	12,000
<b>Total Operations Revenue</b>	<b>169,326</b>	<b>170,862</b>	<b>(1,536)</b>	<b>100.91%</b>	<b>166,428</b>
<b>Direct Project Revenues</b>					
Agriculture Grant	19,275	17,553	1,722	91.07%	0
Amherst County - Old Town Madison Heights	0	22,360	(22,360)	#DIV/0!	9,000
Appomattox County Comp Plan	15,000	15,603	(603)	104.02%	2,000
Appomattox CDBG - Meadow Lark	0	0	0	#DIV/0!	40,000
Appomattox CDBG - Planning	0	0	0	#DIV/0!	6,000
Brookneal Streetscape	0	6,000	(6,000)	#DIV/0!	0
Campbell County Route 29 Corridor Planning (VTRC)	62,500	37,428	25,072	59.88%	62,500
DHCD	72,471	75,971	(3,500)	104.83%	72,471
DRPT / FTA	103,426	93,285	10,141	90.19%	104,468
EDA/CEDS - Amherst	50,000	38,046	11,954	76.09%	0
EDA/CEDS - LGC	50,000	54,942	(4,942)	109.88%	50,000
Regional Radio Board	40,000	52,728	(12,728)	131.82%	25,000
Region 2000 Services Authority	157,829	159,147	(1,318)	100.84%	169,985
RideSolutions	44,214	50,712	(6,498)	114.70%	44,214
TMDL Redevelopment	19,200	10,200	9,000	53.13%	3,000
Town of Amherst Main Street Waterline	10,000	4,367	5,633	43.67%	7,000
Town of Appomattox Comp Plan	3,000	4,877	(1,877)	162.57%	0
VDOT-PL	133,200	112,291	20,909	84.30%	111,936
VDOT-Rural	58,000	58,004	(4)	100.01%	58,000
Virginia's Region 2000	6,000	3,000	3,000	50.00%	0
WIA	431,897	287,791	144,106	66.63%	434,399
<b>Total Direct Project Revenues</b>	<b>1,276,012</b>	<b>1,104,305</b>	<b>171,707</b>	<b>86.54%</b>	<b>1,199,973</b>
Interest	600	1,496	(896)	249.33%	750
<b>TOTAL OPERATIONS &amp; DIRECT PROJECT REVENUES</b>	<b>1,445,938</b>	<b>1,276,663</b>	<b>169,275</b>	<b>88.29%</b>	<b>1,367,151</b>
<b>Surplus/(Use of Fund) Balance</b>	<b>(144,089)</b>	<b>(34,136)</b>	<b>(109,953)</b>		<b>(59,836)</b>
Funding from Fund Balance for EDA CEDS	65,027	20,428	44,599	31.41%	65,027
Funding from Fund Balance for Tourism	50,000		50,000	0.00%	0
Funding from Fund Balance for Agriculture Grant	19,275	13,765	5,510	71.41%	0
<b>Funding from Fund Balance</b>	<b>134,302</b>	<b>34,193</b>	<b>100,109</b>	<b>25.46%</b>	<b>65,027</b>
	<b>(\$9,787)</b>	<b>\$57</b>	<b>(\$9,844)</b>		<b>\$5,191</b>
<b>Pass Thru Revenue</b>					
Regional Radio Board	1,199,988	1,207,301	(7,313)	100.61%	1,249,988
VDOT - PL	81,000	81,543	(543)	100.67%	85,500
WIA	850,000	919,711	(69,711)	108.20%	950,000
<b>Total Pass Thru Revenues</b>	<b>\$2,130,988</b>	<b>\$2,208,555</b>	<b>(\$77,567)</b>	<b>103.64%</b>	<b>\$2,285,488</b>
<b>Total Revenue</b>	<b>3,711,228</b>	<b>3,519,411</b>	<b>191,817</b>		<b>3,717,666</b>
<b>Net Surplus/(Use of Fund) Balance</b>	<b>(9,787)</b>	<b>241,319</b>			<b>5,191</b>

**LOCAL GOVERNMENT COUNCIL**

**Budget to Actual for FY16**

**as of June 30, 2016**

**CASH ON HAND**

Sun Trust Checking

LGC Funds

189,268

WIA Trainit Funds

4,505

Local Govt Invest Pool

472,731

Petty Cash

155

**Cash on Hand**

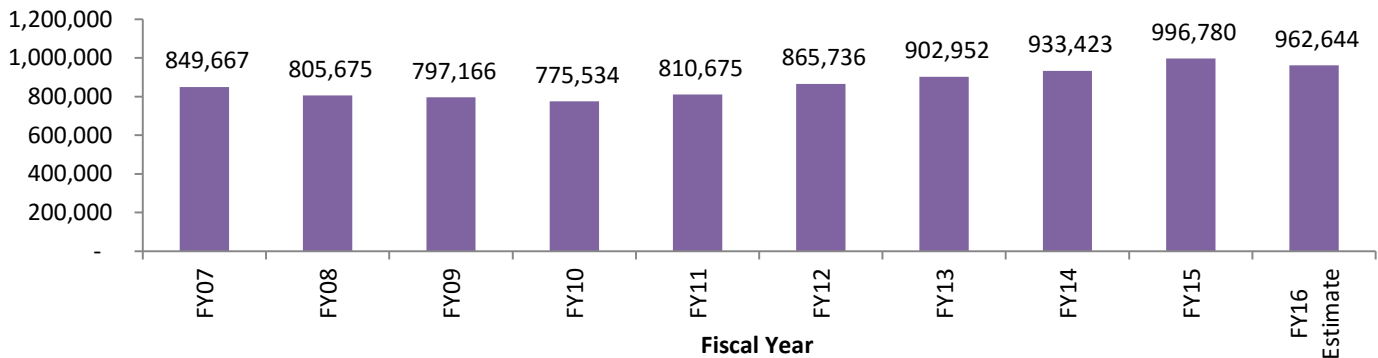
**\$ 666,659**

**CALCULATION OF ESTIMATED YEAR-END FUND BALANCE**

**Estimated Year-end Fund Balance**

**\$ 962,644**

**Year-end Fund Balance**







## **RESOLUTION SUPPORTING THE CENTRAL VIRGINIA TRAINING CENTER COURSE OF ACTION FOR ADAPTIVE REUSE**

**WHEREAS**, in January 2012, Governor McDonnell announced the closure of four of Virginia's training centers over a ten-year period and the continuation of the downsizing of a fifth center, pursuant to the August 2012 U.S. Department of Justice settlement and related matters; and

**WHEREAS**, the Central Virginia Training Center is scheduled to close by 2020, if not before; and

**WHEREAS**, the Council is supportive of retaining the Central Virginia Training Center operations to serve the needs of people with intellectual disabilities, but recognizes the uncertainty as to whether efforts to keep the CVTC operational will be successful; and

**WHEREAS**, the Central Virginia Training Center is one of the largest employers in Region 2000. The Center's total economic impact for the Lynchburg MSA includes 1,639 full-time equivalent jobs, \$53.6 million in labor income, and \$87.1 million in overall economic activity. State and local tax revenue generates \$3 million; and

**WHEREAS**, the Central Virginia Training Center, possibly with adjoining property, provides an unusual opportunity for adaptive reuse. Deliberate analysis of this potential is needed to ensure the Region 2000 community has a full understanding of its redevelopment potential and is able to participate in marketing the property; and

**WHEREAS**, this analysis is both needed and advisable given the significant economic disruption the Center closing will have on the Region 2000 community and given the community's vested interest in its future use; and

**WHEREAS**, the Region 2000 community is best positioned to determine its future use; and

**WHEREAS**, the normal State administrative process for surplus property disposition does not allow for deliberate Regional community consideration of this future use; and

**WHEREAS**, the Region 2000 Comprehensive Economic Development Strategy identifies *Amherst-Central Virginia Training Center Site Redevelopment and Workforce Transition* as a supporting project to effect its goals and objectives; and

**WHEREAS**, the Amherst County Board of Supervisors requested the Amherst County Economic Development Authority to partner with the Lynchburg Regional Business Alliance and the Region 2000 Local Government Council to explore opportunities and alternatives for continued use of the Central Virginia Training Center property; and

**WHEREAS**, regardless of whether CVTC stays open or is closed, is transferred to another party or retained by the State, the State, County, and surrounding property owners need to know if there are any environmental issues present on the CVTC site and what, if anything, must be done as mitigation; and

**WHEREAS**, no such environmental assessment is now being planned by the State and if the facility does close, the assessment will be required for marketing; and

**WHEREAS**, assessment and mitigation costs are the responsibility of the State and it is unrealistic to expect potential purchasers to absorb assessment and mitigation costs; the sooner the assessment is conducted, the better position all parties will be in for future use of the site; and

**WHEREAS**, the State is currently informed about the need to raze multiple structures on the facility and their continued presence will add expense and difficulty to any party charged with marketing or refurbishing the property for reuse and, therefore, such structures should be removed before the property is marketed or offered for reuse; and

**WHEREAS**, the closure is not the result of anything Amherst County has or has not done, yet the county and contiguous localities must absorb the extreme economic consequences; and

**WHEREAS**, the CVTC site and adjacent properties in the corridor bounded by Route 29 Bypass and Business, Route 210, and the James River (600+/- acres) have the potential to be a major mixed use development which could benefit the region, Amherst County, and the State in the form of new economic activity, jobs, and taxes; and

**WHEREAS**, it is vitally important to overcome the severe economic impact of the closing with new economic activity.

**NOW, THEREFORE, BE IT RESOLVED**, the Region 2000 Local Government Council supports the Amherst County Board of Supervisors Course of Action in conducting the Central Virginia Training Center adaptive reuse investigation.

**BE IT FURTHER RESOLVED**, the Region 2000 Local Government Council requests our local and regional legislators to seek completion of a thorough Phase I and Phase II, if necessary, environmental assessment prior to the end of calendar year 2017.

**BE IT FURTHER RESOLVED**, the Region 2000 Local Government Council requests our local and regional legislators continue efforts to fund the demolition of the known derelict buildings.

**AND BE IT FURTHER RESOLVED**, the Region 2000 Local Government Council requests our area legislators submit and support a budget amendment in the 2017 session of the General Assembly to fund a comprehensive redevelopment plan for the CVTC site and surrounding properties.

Upon a motion by Member \_\_\_\_\_ duly seconded by  
Member \_\_\_\_\_, adopted this **21<sup>st</sup>** day of **July 2016**.

ATTESTED BY:

CERTIFIED BY:

\_\_\_\_\_  
Gary F. Christie, *Secretary*  
Region 2000 Local Government Council

\_\_\_\_\_  
John Sharp, *Chair*  
Region 2000 Local Government Council

**Letter of Intent  
To Participate in the Region 2000 All Hazard Mitigation Plan Update**

By signing this *Letter of Intent*, **[Locality name]** hereby commits to participate in the revision of the **Region 2000 All Hazard Mitigation Plan Update** to be prepared by the Region 2000 Local Government Council in accordance with the requirements outlined in the Code of Federal Regulations Title 44 Part 201.6, and guidance provided by the Virginia Department of Emergency Management.

**[Locality name]** enters into this agreement voluntarily and commits to participate fully in the plan revision, acknowledging that such participation shall include, but not limited to, local attendance/representation at upcoming planning and public meetings, responses to detailed inquiries and data requests, and fulfillment of the local match requirement by providing and tracking in-kind services and materials associated with those activities described above.

Upon conclusion of the process, **[Locality Name]** agrees to submit the completed revised plan to its governing body for formal adoption as required under the Code of Virginia Sections 15.2-2226 and 15.2-2231 following preliminary approval by the Virginia Department of Emergency Management and the Federal Emergency Management Agency (FEMA), Region III.

**Locality Name:** \_\_\_\_\_

**Locality Administrator:** \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Planning Agency Contact:** \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Affirmation (please check one):**

☐ **[Locality Name]** WILL participate in the revision of the Region 2000 All Hazard Mitigation Plan Update in accordance with the agreement, regulations, and guidance cited above, and in accordance with any grant agreements made to provide the region with federal and/or state funding to support such revisions.

**[Locality Name]** WILL NOT participate in the revision of the Region 2000 All Hazard Mitigation Plan Update, nor will it seek to develop its own mitigation plan as described by the regulations and guidance cited above.

☐ **[Locality Name]** WILL NOT participate in the revision of the Region 2000 All Hazard Mitigation Plan Update. It will seek to develop its own mitigation plan as described by the regulations and guidance cited above.

**Signatures:**

\_\_\_\_\_  
Administrator Date: \_\_\_\_\_

\_\_\_\_\_  
Planning Agency Contact Date: \_\_\_\_\_

## **Virginia's Region 2000 Local Government Council Classification Description**

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**Classification Title:** Planning Coordinator  
**Department:** Local Government Council  
**Supervisor:** Executive Director  
**Pay Grade:** 114  
**FLSA Status:** Exempt

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### **General Statement of Job**

The Planning Coordinator performs responsible professional and administrative duties in providing overall leadership in the Local Government Council's (Council) Planning District Commission work related to local and regional community development and planning along with inter-governmental services on a regional and local level. The Planning Coordinator also directly manages a variety of professional level projects and assignments as well as supervising other non-transportation planning staff.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

Directly supervise other non-transportation employees in the Planning Division in accordance with the Council's policies and applicable laws.

Interviews, hire and train employees; plan, assign and direct work; appraise performance; reward and discipline employees; address complaints and resolve problems.

Provide professional and technical assistance to localities in the areas of local and regional planning, community development and project administration. This may include preparing reports, resolutions, public notices and memoranda as appropriate.

Develops and conducts studies of complex regional development problems.

Explore and initiate new projects that will benefit the Council, member localities and the region, and serve as a revenue source to the Council.

Prepare, coordinate and administer various Federal and State grants. Perform independent research for new grants and projects and develop potential project concepts.

Coordinate study projects with participating agencies, overseeing the collection and analysis of data, prepares reports, develops recommendations and implements short and long range regional plans and programs.

Provide information and technical assistance to other agencies involved with regional development activities.

Assist localities and development agencies in developing and activating projects and programs, securing funding and continuing operation and monitoring of programs by providing guidance and staff support as needed.

Serve as an agency liaison to state agencies in sharing program outreach and grant information to partner agencies.

Perform procurement and contract administration for consultant supported projects.

Prepare and make presentations as needed to boards and commissions on recommendations requiring action.

Prepare and present non-transportation related planning and grant services budget.

Perform other duties as assigned.

**Knowledge, Skills, and Abilities:**

General knowledge of the principles and practices of civil engineering as they relate to planning;

General knowledge of GIS applications.

Ability to write grants and administer projects.

General understanding and ability to utilize the Council's adopted software platform, currently Microsoft Office Suite.

Knowledge of operation of local government; ability to interpret and analyze technical and statistical information and to communicate that information effectively in writing and orally.

Ability to organize work with minimal supervision and execute multiple tasks simultaneously.

Ability to plan and accomplish goals, using skillful problem solving techniques.

Ability to research and prepare clear, concise and well-organized technical reports.

Ability to communicate effectively both orally and in writing.

Ability to plan, schedule, supervise and evaluate a wide range of programs.

Ability to work under pressure, within time restraints, using judgment, discretion and initiative;

Ability to establish and maintain effective working relationships with the public, community groups, staff, State and Federal officials, and appointed and elected officials.

Ability to work as part of a team and to adapt work habits and procedures as necessary to accommodate the organization.

Ability to work flexible hours, including evenings

### **Education and Experience**

Bachelor's Degree from an accredited four-year college or university with major work in urban and regional planning, public administration or a related field.

Five (5) years related experience in planning and experience in inter-governmental relations. Supervisory experience preferred.

Master's Degree in planning or public administration preferred.

Possession of valid Virginia Driver's license and acceptable driving record required. American Institute of Certified Planners (AICP) certification preferred.

### **Physical Conditions and Work Environment**

Work is normally performed in office environment in a seated position, but there is some exposure to outdoors. Regularly required to talk and hear. Requires close vision and ability to adjust focus. Requires occasional standing, walking, bending, stooping, kneeling, crouching or crawling, and occasional lifting or moving objects of up to 30 pounds.

**Date Drafted:**            June XX, 2016

**Date Approved:**

**Date Amended:**